



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
BOARD FOR LICENSING CONTRACTORS

**HOME IMPROVEMENT**

Mailing Address: **500 JAMES ROBERTSON PKWY  
NASHVILLE, TN 37243-1140**

TELEPHONE: 800-544-7693; (615) 532-3994 OR FAX: (615) 532-2868

<http://tennessee.gov/commerce/boards/contractors/>

Email: [HIC.Renewal@tn.gov](mailto:HIC.Renewal@tn.gov)

Home Improvement Renewal – Prof 1701- Fee \$200

**LICENSE RENEWAL NOTICE**

Fees Payable to: **“Home Improvement”**

Renewal Fee: \$200.00 (2 Year Fee)

Penalty (Per Month): 10.00

Maximum Penalty: 30.00 (up to 90 days)

After 90 days: Must File New Application for Reinstatement

Effective  
July 1, 2009  
Renew for two (2) years  
biennially!  
(See Rule 0680-07-.01)

Address Change: ☐ NO ☐ \*YES – List Below

LICENSE ID# 000 \_\_\_\_\_

LICENSE NAME: \_\_\_\_\_

\*(Complete below for address change or to update information)

\*ADDRESS: \_\_\_\_\_  
(If listing a P.O. Box, include physical address)

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE : (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ ; CELL: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

OWNER(S): \_\_\_\_\_  
Email: \_\_\_\_\_ FEIN Tax ID# \_\_\_\_\_

Current Mode of Operation: ☐ Individual/Sole Proprietor ☐ Corporation ☐ Partnership ☐ LLC

1. ☐ Yes ☐ No Have there been changes to your business name or mode of operation since last renewal additional? If \*yes, attach explanation.
2. ☐ Yes ☐ No Have there been changes of responsible parties or owners since the issuance of your license? If \*yes, attach explanation.
3. ☐ Yes ☐ No Is proof of General Liability Insurance with a minimum coverage of \$100,000 attached? (If “No”, license cannot be renewed.)
4. ☐ Yes ☐ No Do you have one (1) or more employees? If yes, attach proof of workers compensation insurance, or license cannot be renewed.
5. ☐ Yes ☐ No **Disclosure - Check “Yes” if any of the below are applicable:**
  - Have you been convicted of a felony?
  - Have you become involved in litigation, and/or had judgments/liens rendered in the field of home improvement?
  - Have you had a trade license revoked or suspended (from any State)?

If “Yes”, answered to any of these questions, please attach an explanation and/or court documents. Disclosure does not prevent a license from being renewed without the opportunity for a hearing of charges. However, failing to disclose information is a violation of law, where disciplinary action may be imposed, as well as, license revocation. (See T.C.A. § 62-6-509)

6. Please indicate the type of financial responsibility and expiration date you have on file with the Contractors Board - Home Improvement section. Please note, the license is considered invalid upon expiration or cancellation of the bond. Check one of the following:

\_\_\_\_\_ **\$10,000 Surety Bond with Original "Power of Attorney" is on file as continuous or attached**  
Name of Insurance/Bonding Company: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_ Bond Number: \_\_\_\_\_  
\_\_\_\_\_ **Cash Bond / Expiration Date:** \_\_\_\_\_  
\_\_\_\_\_ **Property Bond / Expiration Date:** \_\_\_\_\_  
\_\_\_\_\_ **Irrevocable Letter of Credit / Expiration Date:** \_\_\_\_\_

(Notice: A bond/letter of credit cannot be released until one year after inactivity)

**This is to acknowledge, I have read the questions pertaining to the renewal for home improvement license and answered true and correctly.**

_____	_____	____/____/____	____/____/____
(Signature of Owner)	(Print Name)	SS#	(Date)
_____	_____	____/____/____	____/____/____
(Signature of Owner)	(Print Name)	SS#	(Date)

### **\*INSTRUCTIONS\***

In order to renew your Home Improvement license, the following items must be in place:

- The renewal fee is **\$200.00** for a two (2) year license, if received by the expiration date. Check or money order should be made payable to: **"Home Improvement"** and include your license ID number on the payment. Note: social security numbers are not released to the public. License status may be checked at: <http://licsrch.state.tn.us/>
- Late penalty fee is \$10.00 per month, not to exceed three (3) months - \$30.00. The license cannot be renewed if it has been expired in excess of ninety (90) days; must file a new application, which may be obtained by contacting the Board at 1-800-544-7693 or (615) 532-3994 or by visiting our website. (See T.C.A. § 62-6-411)
- The renewal form must be complete. Answer questions 1 – 6; attach proof of insurance for general liability and workers compensation, with the Board listed as certificate holder; attach documentation to any of the items checked "Yes"; \$10,000 financial responsibility, such as a surety bond, is need unless current and on file; and attach fee (renewal and any late fees); sign and mail to:

Mailing Address: **Home Improvement**  
**500 James Robertson Parkway**  
**Nashville, TN 37243-1140**

Please allow  
5 to 7 business  
days for mail  
delivery!

**NOTICE:** Effective July 1, 2007, changes in the contractor's law for home improvement requires the following:

- (1) **Contracts:** (1) Contracts must be in legible writing and contain the complete agreement between the owner and the home improvement contractor; (2) State the full names and addresses of all parties, the license number of the home improvement contractor, the date when executed by the parties and contain a description of the work to be done and the goods to be used; (3) Be completed in full without any blank spaces to be filled in after the contract is signed by the owner and clearly describe any other documents which are to be incorporated, and shall contain the following notice directly above the space provided for the signature of the owner: "NOTICE TO OWNER: Do not sign this contract if blank. You are entitled to a copy of the contract at the time you sign"; (4) Contain the approximate dates when the work will begin and be substantially completed; (5) Contain the agreed upon consideration for the work; (6) Contain a notice that all home improvement contractors must be licensed by the board and that any inquiries about a contractor should be transmitted to the board's office; (7) Contain all other matters upon which the parties lawfully agree; and (8) Not contain any power of attorney to confess judgment. No sales person, agent or employee of the contractor shall be authorized to make any changes in the agreement on behalf of the owner.
- (2) **Advertising:** When advertising, must include license ID number and follow guidelines from the law and rules.
- (3) **Prohibited Acts Include:** Mortgage notes preparation; failure to notify board of changes of ownership, name or address.
- (4) **Business Locations:** License required for each location.
- (5) **Law and Rule Changes:** Review from the website at: <http://tennessee.gov/commerce/boards/contractors/>

(The Board's physical address is located at 710 James Robertson Parkway; 3<sup>rd</sup> Floor Andrew Johnson Tower. All mail and fees must be delivered to the mailing address listed above. The Board office cannot accept fees at their physical location.